NEW MEXICO TECH – Transcript Order Form
New Mexico Tech, Office of the Registrar, 801 Leroy Place, Socorro, NM 87801
Fax: 575-835-6511 E-mail: registrar@admin.nmt.edu

Student Information – Please Print

Date __________________________
Number of Transcripts _________
(limite to 5 per request per week)

Last               First               Middle Initial               Maiden

Address               Apt #               City               State               Zip

Email Address               Phone #

Tech ID#               Birth Date               Dates of Attendance

[ ] Official
One-time fee of $15 per Academic Year (payable when first transcript is ordered), then unlimited transcripts issued throughout that Academic Year (exp. 8/19/2013 to 8/18/2014) at no additional charge.

[ ] Unofficial – this can be received off of banweb.

[ ] Send after Final Grades have been posted for the Semester

[ ] Need transcript to certified or Apostilled…….. please see us about this.

[ ] Rush- students may pay a $3.00 Rush Fee/per transcript to guarantee the processing time of 2 business days…… See below

[ ] Pickup - I will pick up from the Registrar’s Office (Transcripts that are not picked up within 90 days will need to be reordered)

[ ] Fax to Name/Organization __________________________ Fax Number __________________________

Transcripts faxed are considered UNOFFICIAL. Fax charge is $3.00

[ ] Email-Official email address to send transcript (official only) to: __________________________

(cannot be mailed to personal/student email)

[ ] Mail transcript to: Please print clearly full name and address. For additional addresses, please attach a list to this form.

Send To (Organization) _____________________________________________

Attention: _____________________________

Address: _____________________________ City: _____________________________ State: _____________ Zip: _____________

Signature Required: _____________________________________________

[ ] Payment Information In order for your transcript to be issued, you must have satisfied all financial obligations to the University, you must have a zero ($0.00) balance. Requests received without payment will not be processed. You are entitled to one free official transcript per lifetime.

[ ] Rush Time & Fee During peak processing ONLY THE FIRST transcript will be rushed on large or multiple orders.

[ ] Processing Time Transcripts are done on Monday of each week, if you need it sooner will be have to pay the rush fee, please make sure to have your request in before any deadlines you may have.

[ ] Faxed Copies If we fax a copy of your unofficial transcript, there is an additional $3.00 charge.

Credit Card Information – ONLY FILL OUT IF YOU ARE NOT ON CAMPUS AND CANNOT GO TO CASHIER

Card Holder’s Name _____________________________________________

Credit Card Type VISA/MasterCard _____________________________________________

Card Holder Signature _____________________________________________

Amount to be Charged _____________________________________________

Exp. Date

Billing Zip Code

Date

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Signature Required: _____________________________________________

Cashier _____________________________________________

Revised 12-1-2013